

**BY ORDER OF THE COMMANDER  
AIR RESERVE PERSONNEL CENTER**

**ARPC INSTRUCTION 36-2407  
26 JULY 2002**



**Personnel**

**USE AND PREPARATION OF ARPC FORM 35**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction outlines the preparation and use of ARPC Form 35, **Record of Performance (ROP) Request**.

**1. Reference.** AFI 36-2406, *Officer and Enlisted Evaluation System*.

**2. Purpose:** ROPs are provided for completion of Promotion Recommendation Forms (PRFs) for board-eligible officers who require an Assignment Recommendation Form (ARF/AF Form 3559) -- for General Officer Boards (ONLY the top five reports are forwarded and/or a PRF (AF Form 709) for all other Officer Boards. Requests for ROPs for any other purpose should be directed to HQ ARPC/DPSSA (Customer Service Branch). ROPs are not provided for mandatory Major (or below) Boards because PRFs are not required (*Ref: AFI 36-2406, paragraph 8.2*).

**3. Preparation.** Requested by Military Personnel Flight (MPF), Base Individual Mobilization Augmentee Administrator (BIMAA), and program managers.

**4. Procedures.** ROPs are requested by the Senior Rater's Servicing MPF, BIMAA or Program Managers as appropriate (individual units should not request ROPs). Multiple requests will not be filled (i.e., only one ROP per individual will be transmitted). Due to manning and resource constraints, ROPs will not be faxed.

**5. Form Prescribed.** ARPC Form 35.

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